

# AGENDA

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## UTAH COUNTIES INDEMNITY POOL BOARD OF TRUSTEES MEETING

Thursday, January 15, 2015 12:30 p.m.

UCIP Offices, 10980 S. Jordan Gateway, South Jordan, UT

12:00	Lunch Provided	
12:30	Call to Order and Welcome New Board Members	Bruce Adams
ITEM	ACTION	
1	Review/Excuse Board Members Absent	Bruce Adams
2	Review/Approve December 18, 2014 Meeting Minutes	Mike Wilkins
3	Ratification and Approval of Payments and Credit Card Transactions	Mike Wilkins
4	Appoint Standing Committee Members	Bruce Adams
5	Review/Approve Employee Manual Amendments	Brad Dee
6	Review/Ratify 2015 Liability Reinsurance Renewal	Johnnie Miller
7	Review/Ratify 2015 Crime Policy Renewal	Johnnie Miller
8	Review/Approve Vendor Contracts/Engagements	Johnnie Miller
9	Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual	Bruce Adams
10	Action on Personnel Matters	Bruce Adams
11	Set Date and Time for Closed Meeting to Discuss Pending or Reasonably Imminent Litigation	Bruce Adams
12	Action on Litigation Matters	Dale Eyre
INFORMATION		
13	Chief Executive Officer's Report	Johnnie Miller
14	Other Business	Bruce Adams

Electronic Meeting Notice: 888-447-7153, Participant Passcode: 2261240



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Notice Title:

Board of Trustees Meeting

Government Type:

Special Districts

Entity:

Utah Counties Indemnity Pool

Public Body Name:

Board of Trustees

Notice Subject:

Administrative Services

Notice Type:

Meeting

Street Address:

10980 S. Jordan Gateway

Street Address continued:

Garden Level

City:

South Jordan

Zip:

84095

Start Date:

01/15/15 12:30 PM

End Date:

01/15/15 3:00 PM

Description / Agenda:

Call to Order and Welcome New Board Members  
Review/Excuse Board Members Absent  
Review/Approve December 18, 2014 Meeting Minutes  
Ratification and Approval of Payments and Credit Card Transactions  
Appoint Standing Committee Members  
Review/Approve Employee Manual Amendments  
Review/Ratify 2015 Liability Reinsurance Renewal  
Review/Ratify 2015 Crime Policy Renewal

Review/Approve Vendor Contracts/Engagements  
Set Date and Time for Closed Meeting to Discuss Character, Professional Competence,  
Physical/Mental Health of an Individual  
Action on Personnel Matters  
Set Date and Time for Closed Meeting to Discuss Pending or Reasonably Imminent  
Litigation  
Action on Litigation Matters  
Chief Executive Officer's Report  
Other Business

**ADA:**

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sonya White at the Utah Counties Indemnity Pool, PO Box 95730, South Jordan, UT 84095-0730, or call 800-339-4070, at least three days prior to the meeting.

**Electronic Participation:**

Any Member of the Utah Counties Indemnity Pool Board of Trustees may participate telephonically.

**Other:****Emergency Notice:**

No

Send copy of notice to:

Audio File Location:

**Attachments:**

There are attachments associated with this notice.

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## **BOARD OF TRUSTEES' MEETING MINUTES**

December 18, 2014, 12:30 p.m.

UCIP Offices  
10980 S Jordan Gateway, South Jordan, UT

### **BOARD MEMBERS PRESENT**

Bruce Adams, *President*, San Juan County Commissioner  
Jim Eardley, *Vice President*, Washington County Commissioner  
Karla Johnson, *Secretary/Treasurer* Kane County Clerk/Auditor  
Alma Adams, Iron County Commissioner  
David Blackwell, Emery County Attorney  
William Cox, Rich County Commissioner  
Brad Dee, Weber County Human Resources  
Kerry Gibson, Weber County Commissioner  
Bret Millburn, Davis County Commissioner  
Seth Oveson, Carbon County Clerk/Auditor  
Mark Whitney, Beaver County Commissioner  
Mike Wilkins, Uintah County Clerk/Auditor

### **BOARD MEMBERS ABSENT**

Alden Orme, Juab County Sheriff

### **OTHERS PRESENT**

James Kaiserman, Wasatch County Surveyor  
Johnnie Miller, UCIP Chief Executive Officer  
Sonya White, UCIP Chief Financial Officer

### **Call to Order**

Bruce Adams called this meeting, of the Utah Counties Indemnity Pool's Board of Trustees, to order at 12:30 p.m. on December 18, 2014 and welcomed those in attendance.

### **Recess for Public Hearing on 2015 UCIP Budget**

Jim Eardley made a motion for the Board of Trustees to recess at 12:30 p.m. on December 18, 2014 for a scheduled Public Hearing to review the Utah Counties Indemnity Pool's 2015 Budget (see attachment number one). Bret Millburn seconded the motion, which passed unanimously. Present at the public hearing were: Alma Adams, Bruce Adams, David Blackwell, William Cox, Brad Dee, Jim Eardley, Kerry Gibson, Karla Johnson, Bret Millburn, Seth Oveson, Mark Whitney and Mike Wilkins. Also present were: James Kaiserman, Johnnie Miller and Sonya White.

Jim Eardley made a motion to close the public hearing and reconvene the Board of Trustees meeting at 12:35 p.m. on December 18, 2014. Bret Millburn seconded the motion, which passed unanimously.

### **Review/Excuse Board Members Absent**

Karla Johnson made a motion to excuse Alden Orme from this meeting. Alma Adams seconded the motion, which passed unanimously.

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## **UTAH COUNTIES INDEMNITY POOL**

PO Box 95730, South Jordan, UT 84095-0730  
Phone (801)565-8500 ☎ Fax (801)568-0495 ☎ [ucip.utah.gov](http://ucip.utah.gov)

### **Review/Approve 2015 UCIP Budget**

Brad Dee made a motion to approve the Utah Counties Indemnity Pool's 2015 Budget as presented. Bret Millburn seconded the motion, which passed unanimously.

### **Review/Approve October 16, 2014 Meeting Minutes**

The minutes of the Board of Trustees meeting held October 16, 2014, were previously sent to the Board Members for review (see attachment number two). William Cox made a motion to approve the October 16, 2014 Board of Trustees meeting minutes as written. Mike Wilkins seconded the motion, which passed unanimously.

### **Review/Approve Workers Compensation Fund 2015 Program**

Johnnie Miller reported that UCIP has received the NCCI (National Council on Compensation Insurance) rates from the Workers Compensation Fund (WCF) along with the 2015 program discounts for its members. The road workers classification rate has increased 15%. The county workers classification rate has decreased 15%. Most members are receiving a reduction in cost (see attachment number three). Washington County has an experience modification of 0.51, the lowest in the history of the WCF. UCIP members, as a whole, have an experience modification of 0.95. WCF issued two dividends to members in 2014 that totaled 10% return of premium. WCF has paid dividends each year for the past 22 years at an average of 10%. Jim Eardley made a motion to approve the 2015 Workers Compensation Fund program as presented. William Cox seconded the motion, which passed unanimously.

### **Review/Approve 2015 Governance Documents**

A summary of the changes to the Bylaws Coverage Addendum for 2015 were previously sent to the Board Members for review (see attachment number four). Johnnie Miller explained that as of December 31, 2014, the reinsurer of County Reinsurance Limited (CRL) will no longer make the option of unlimited annual aggregate liability limits available. Therefore, annual aggregate limits will now need to be applied to all liability parts of the Coverage Addendum. A complete strike-through draft is not ready for the Board to review at this time. However, Johnnie reviewed each change with the Board in detail. Karla Johnson made a motion to approve the 2015 Bylaws Coverage Addendum amendments, pending review and approval by the Litigation Management Committee, to become effective January 1, 2015. William Cox seconded the motion, which passed unanimously.

### **Review/Approve UAC Cooperative Services**

Johnnie Miller reported that he and Adam Trupp, Chief Executive Officer of the Utah Association of Counties (UAC), continue to strategize on how UCIP and UAC can better service the counties in the area of human resources assistance.

Johnnie Miller reported that the architect continues to find issues with the UAC building in regards to the construction of the basement to house UCIP. The UAC Executive Committee has approved UCIP staff to move in to the building in the current available space upstairs. Johnnie met with UCIP's lessor, Matt Jarrett, Chief Financial Officer of Western Ag Credit, to request an early exit from the February 2016 lease agreement. Mr. Jarrett will provide options for the UCIP Board to consider.

Johnnie Miller explained that UCIP provided UAC with a membership proposal. After additional research it is believed that UAC, as a non-profit agency, cannot enter into the UCIP Interlocal Agreement to participate as a member of UCIP. To save UAC commission costs, Johnnie will work with Adam Trupp to place coverage for UAC with carriers using UCIP's brokers.

### **Review/Approve Amended 2014 UCIP Budget**

Karla Johnson reviewed the 2014 budget to actual with the Board (see attachment number five). The Losses and adjustment expenses are 30% higher as of the reported date than budgeted. Actual year to date administrative costs were 17% below budgeted. Mike Wilkins made a motion to approve an adjustment to the 2014 Budget. Kerry Gibson seconded the motion, which passed unanimously.

### **Ratification and Approval of Payments and Credit Card Transactions**

Karla Johnson reported that she has reviewed the payments made, the payments to be made and the credit card transactions of the Pool as of October 17 to December 18, 2014 (see attachment number six)

and recommended approval of payments and credit card transactions. Mike Wilkins made a motion to approve the payments made, the payments to be made and the credit card transactions as presented. Brad Dee seconded the motion, which passed unanimously.

#### **Review/Approve County Related Entities Membership**

Johnnie Miller reviewed the status of new member applications (see attachment number seven).

Mike Wilkins reported that the Membership Approval Committee has reviewed the underwriting information for the Kane County Recreation and Transportation District (see attachment number eight). Mike Wilkins made a motion to approve the membership of the Kane County Recreation and Transportation District as a non-voting/non-equity member. Kerry Gibson seconded the motion, which passed. Karla Johnson abstained.

Mike Wilkins reported that the Membership Approval Committee has reviewed the underwriting information for the Canyon Land Improvement District (see attachment number nine). Mike Wilkins made a motion to approve the membership of the Canyon Land Improvement District as a non-voting/non-equity member. William Cox seconded the motion, which passed. Karla Johnson abstained.

Mike Wilkins reported that the Membership Approval Committee has reviewed the underwriting information for Weber Human Services (see attachment number ten). Mike Wilkins made a motion to approve the membership of Weber Human Services as a non-voting/non-equity member. William Cox seconded the motion, which passed. Kerry Gibson abstained.

Mike Wilkins reported that the Membership Approval Committee has reviewed the underwriting information for the Six County Infrastructure Coalition (see attachment number 11). Mike Wilkins made a motion to approve the membership of the Six County Infrastructure Coalition as a non-voting/non-equity member. Alma Adams seconded the motion, which passed. Bruce Adams and Seth Oveson abstained.

#### **Review/Appoint Law Enforcement Committee Chair**

Johnnie Miller reported that the Utah Sheriff's Association recommends Robert Dekker, Millard County Sheriff, to be appointed to the Board of Trustees as the Law Enforcement Committee Chair. William Cox made a motion to appoint Robert Dekker, Millard County Sheriff, as the Law Enforcement Committee Chair. Mike Wilkins seconded the motion, which passed unanimously.

#### **Review/Appoint Litigation Management Committee Chair**

David Blackwell reported that the Litigation Management Committee recommends Dale Eyre, Sevier County Attorney, to be appointed to the Board of Trustees as the Litigation Management Committee Chair. David Blackwell made a motion to appoint Dale Eyre, Sevier County Attorney, as the Litigation Management Committee Chair. Alma Adams seconded the motion, which passed unanimously.

#### **Elect 2015 Officers of the Board**

Kerry Gibson nominated Bruce Adams to serve as President of the UCIP Board of Trustees. Mike Wilkins seconded the nomination. William Cox made a motion to cease nominations. Karla Johnson seconded the motion, which passed unanimously. Brad Dee made a motion to elect Bruce Adams as President of the UCIP Board of Trustees by acclamation. Karla Johnson seconded the motion, which passed unanimously.

William Cox made a motion to elect Bret Millburn as Vice President of the UCIP Board of Trustees. Brad Dee seconded the motion, which passed unanimously.

Brad Dee made a motion to elect Karla Johnson as Secretary/Treasurer of the UCIP Board of Trustees. William Cox seconded the motion, which passed unanimously.

#### **Set Date, Time and Place of Regular Meetings for 2015**

Sonya White provided the Board with a draft of the regular meeting schedule for 2015. Karla Johnson made a motion to approve the date, time and place of regular meetings of the UCIP Board for 2015. Seth Oveson seconded the motion, which passed unanimously.

**Set Date and Time for Closed Meeting**

Karla Johnson made a motion to strike agenda item: *Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual*. William Cox seconded the motion, which passed unanimously.

**Action on Personnel Matters**

Karla Johnson made a motion to strike agenda item: *Action on Personnel Matters*. William Cox seconded the motion, which passed unanimously.

**Set Date and Time for Closed Meeting**

Brad Dee made a motion to strike agenda item: *Set Date and Time for a Closed Meeting to Discuss Pending or Reasonably Imminent Litigation*. Bret Millburn seconded the motion, which passed unanimously.

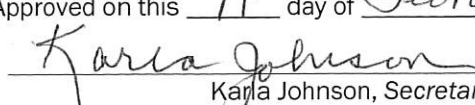
**Action on Litigation Matters**

Brad Dee made a motion to strike agenda item: *Action on Litigation Matters*. Bret Millburn seconded the motion, which passed unanimously.

**Other Business**

Sonya White provided each Board Member with a conflict of Interest Disclosure to be completed and returned to UCIP at the next scheduled meeting.

The next meeting of the Board of Trustees will be held Thursday, January 15, 2015, 12:30 p.m. at the UCIP Offices, 10980 S. Jordan Gateway, South Jordan, Utah.

Approved on this 19<sup>th</sup> day of February 2015  
  
Karla Johnson, Secretary/Treasurer

**Utah Counties Indemnity Pool**  
**Payments**  
December 19, 2014 - January 15, 2015

Type	Date	Num	Name	Memo	Amount
<b>500-000000-10010100 ML Expense</b>					
Liability Check	12/30/2014		QuickBooks Payroll Service	Created by Payroll Service on 12/16/2014	-11,854.44
Liability Check	01/14/2015		QuickBooks Payroll Service	Created by Payroll Service on 01/08/2015	-11,205.62
Check	12/31/2014			Service Charge	-63.40
Liability Check	12/31/2014	ONLINE	Utah Retirement Systems	Confirmation Number: 121759489309	-7,973.10
Liability Check	12/31/2014	ONLINE	Utah State Tax Commission	Confirmation Number: 0-989-306-368	-1,511.85
Liability Check	12/31/2014	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270476331481909	-3,698.72
Liability Check	12/31/2014	ONLINE	Nationwide Retirement Solutions	Entity: 0036786001	-2,206.70
Liability Check	01/12/2015	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270541223489989	-4,446.64
Check	12/24/2014	VISA	Wells Fargo	Account Number: 4856 2002 0207 3691	-3,956.65
Check	12/24/2014	VISA	Wells Fargo	Account Number: 4856 2002 0207 3675	-1,593.66
Check	12/23/2014	7399	Korby M. Siggard	Travel Reimbursement	-166.32
Liability Check	12/23/2014	7400	Public Employees Health Program	Policy Number 1076 (DEC)	-5,165.06
Check	12/23/2014	7401	Bruce Adams	Mileage Reimbursement	-311.00
Check	12/23/2014	7402	William E Cox	Mileage Reimbursement	-123.20
Check	12/23/2014	7403	Jim Eardley	Mileage Reimbursement	-324.80
Check	12/23/2014	7404	Karla Johnson	Mileage Reimbursement	-336.00
Check	12/23/2014	7405	Bret Millburn	Mileage Reimbursement	-35.28
Check	12/23/2014	7406	Mark Whitney	Mileage Reimbursement	-240.80
Bill Pmt -Check	12/23/2014	7407	Office Depot	35538769	-45.14
Check	12/23/2014	7408	Sonya J. White	Mileage Reimbursement	-79.07
Check	12/23/2014	7409	Alma Adams	Mileage Reimbursement	-244.16
Check	12/23/2014	7410	David Blackwell	Mileage Reimbursement	-174.72
Check	12/23/2014	7411	Brad Dee	Expense Reimbursement	-35.48
Check	12/23/2014	7412	Kerry Gibson	Expense Reimbursement	-60.48
Check	12/23/2014	7413	James Kaiserman	Mileage Reimbursement	-56.00
Check	12/23/2014	7414	Seth Oveson	Mileage Reimbursement	-117.60
Check	12/23/2014	7415	Mike Wilkins	Mileage Reimbursement	-203.84
Bill Pmt -Check	12/23/2014	7416	Office Depot	35538769	-13.35
Bill Pmt -Check	01/01/2015	7417	Arthur J. Gallagher & Co.	Invoice Number: 1157615	-25,403.00
Bill Pmt -Check	01/01/2015	7418	End Point Corporation	Invoice Number: UC1404	-60.00
Bill Pmt -Check	01/01/2015	7419	Hired Guns, LLC	Speaker/Entertainment Deposit PW 2015	-1,000.00
Bill Pmt -Check	01/01/2015	7420	Gallagher Bassett Services, Inc.	Invoice Number: 14879	-4,600.00
Bill Pmt -Check	01/01/2015	7421	Pitney Bowes Global Financial Servic...	Account Number: 1528795	-8.23
Bill Pmt -Check	01/01/2015	7422	US Postal Service	PO BOX 95730	-224.00
Bill Pmt -Check	01/01/2015	7423	Workers Compensation Fund	2440767	-1,649,795.11
Bill Pmt -Check	01/14/2015	7424	Arthur J. Gallagher & Co.	Invoice Number: 1157615	-2,482.25
Bill Pmt -Check	01/14/2015	7425	Integra	915218	-538.16
Bill Pmt -Check	01/14/2015	7426	Office Depot	35538769	-106.74
Bill Pmt -Check	01/14/2015	7427	Premiere Global Services	Invoice Number: 17670644	-42.32
Bill Pmt -Check	01/14/2015	7428	Western AgCredit	Invoice Number: 1-2015	-10,186.70
Total 500-000000-10010100 ML Expense					-1,750,689.59
<b>TOTAL</b>					<b>-1,750,689.59</b>





## UTAH COUNTIES INDEMNITY POOL

	Prior Year Actual (2013)	Current Year Estimate (2014)	Approved 2015 Budget
<b>Revenue</b>			
Contributions	5,085,489	4,590,929	5,095,873
Investment Income	-27,410	65,000	50,000
Other Income	10,523	18,000	17,000
<b>Total Income</b>	<b>5,068,602</b>	<b>4,673,929</b>	<b>5,162,873</b>
<b>Underwriting Expense</b>			
Losses and loss adjustment expenses	4,531,942	4,388,000	3,335,158
Reinsurance coverage	1,537,993	1,434,788	1,580,000
<b>Total Underwriting Expenses</b>	<b>6,069,935</b>	<b>5,822,788</b>	<b>4,915,158</b>
<b>Administrative Expense</b>			
Trustees	47,400	47,000	40,000
Depreciation	15,464	13,477	15,000
Dividend	91,328	0	0
Risk management	45,090	45,000	45,000
Public relations	15,401	20,000	14,000
Office	172,854	165,000	200,000
Financial	119,919	90,500	150,000
Personnel	634,083	590,000	600,000
<b>Total Administrative Expenses</b>	<b>1,141,539</b>	<b>970,977</b>	<b>1,064,000</b>
<b>Total Operating Expense</b>	<b>7,211,474</b>	<b>6,793,765</b>	<b>5,979,158</b>
<b>Net Position</b>	<b>-2,142,872</b>	<b>-2,119,836</b>	<b>-816,285</b>

### Utah Counties Indemnity Pool

Sonya White, Chief Financial Officer  
 PO Box 95730  
 South Jordan, UT 84095-0730  
 sonya@ucip.utah.gov  
 801.307.2113







## STANDING COMMITTEES

### COMMITTEES of the BOARD

#### AUDIT

Karla Johnson, *Chair*, Kane County Clerk/Auditor  
Bill Cox, Rich County Commissioner  
~~Seth Oveson, Carbon County Clerk/Auditor~~  
Mike Wilkins, Uintah County Clerk/Auditor

#### GOVERNANCE

Bruce Adams, *Chair*, San Juan County Commissioner  
Alma Adams, Iron County Commissioner  
Kerry Gibson, Weber County Commissioner  
Bret Millburn, Davis County Commissioner  
~~Alden Orme, Juab County Sheriff~~  
Mike Wilkins, Uintah County Clerk/Auditor

#### MEMBERSHIP APPROVAL

Mike Wilkins, *Chair*, Uintah County Clerk/Auditor  
~~Seth Oveson, Carbon County Clerk/Auditor~~  
Mark Whitney, Beaver County Commissioner

#### NOMINATING

~~Jim Eardley, Chair, Washington County Commissioner~~  
Alma Adams, Iron County Commissioner  
Karla Johnson, Kane County Clerk/Auditor  
Bret Millburn, Davis County Commissioner  
Mike Wilkins, Uintah County Clerk/Auditor

#### PERSONNEL

Brad Dee, *Chair*, Weber County HR Director  
~~Dave Blackwell, Emery County Attorney~~  
William Cox, Rich County Commissioner

### COMMITTEES of the MEMBERS

#### LAW ENFORCEMENT

Robert Dekker, *Chair*, Millard County Sheriff  
Rick Eldredge, San Juan County Sheriff  
Cameron Noel, Beaver County Sheriff  
Cory Pulsipher, Washington County Sheriff  
~~Lamont Smith, Kane County Sheriff~~

#### LITIGATION MANAGEMENT

Dale Eyre, *Chair*, Sevier County Attorney  
Brock Belnap, Washington County Attorney  
Jared Eldridge, Juab County Attorney  
Neal Geddes, Davis County Deputy Attorney  
Brody Kiesel, Sanpete County Attorney  
Dave Wilson, Weber County Deputy Attorney

#### PERSONNEL

Brad Dee, *Chair*, Weber County Human Resources Director  
Leslie Bishop, Iron County Human Resources  
Jenica Baggs, Box Elder County Personnel Director  
Rhonda Gant, Kane County Human Resources Director  
Lisa Henrie, Duchesne County Personnel Director  
Crystal Holt, San Juan County HR/Personnel Director  
Mary Huntington, Emery County Personnel Director  
Kaela Jackson, Millard County Human Resources Director  
~~Sherrie Larsen~~, Washington County Human Resources Director  
Joe McKea, Uintah County Human Resources Director  
Mel Miles, Davis County Personnel Director  
David Rowley, Wasatch County Human Resources Director  
Leighann Wheeler, Sevier County Human Resources Director



Sonya White

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**From:** Johnnie Miller  
**Sent:** Monday, January 12, 2015 11:10 AM  
**To:** Cox, William; Dee, Brad  
**Cc:** Sonya White; Adams, Bruce  
**Subject:** 2015 Employee Manual draft.docx  
**Attachments:** 2015 Employee Manual draft.docx

Brad and Bill,

I have attached a draft of changes to the UCIP Employee Manual for your review as the UCIP Personnel Committee. Recent court cases prompted me to look at language used in our manual that the courts have indicated may jeopardize the at-will employment relationship. I had these changes reviewed by the Strong & Hanni law firm, which does most of UCIP's employment law defense work.

A couple larger issues for discussion:

1. The first question is whether the Board wants to continue to have an at-will relationship with its employees, or begin to voluntarily follow the County Personnel Management Act. The Act specifically exempts interlocal agencies from having to comply, and UCIP's size would exempt it anyway. I do not see any real benefit to UCIP to apply the Act voluntarily to its employees, so other changes in this draft assume UCIP wants to retain its at-will relationship with its employees.
2. In this draft I have deleted the Dispute Resolution Process section. If UCIP wants to retain an at-will relationship with its employees, a dispute resolution procedure could be seen as committing to something more than at-will, and our defense counsel indicated it may be best to delete this section.
3. UCIP has not utilized part time employees in the past, so the manual has not included any differentiation of benefits provided part time employees from those provided full time employees. Because we may need to consider use of part time positions in the near future, I have outlined changes that would provide part time employees (those working less than 30 hours) a pro-rata of the benefits provided full time employees depending on the ratio of the hours worked by the part time employee to a 40 hour work week. (By way of example, UCIP pays 90% of health benefits for full time employees, so for an employee working 20 hours a week UCIP would pay 45% of the health coverage.) This pro-rata approach was suggested by our counsel.

We could have a short meeting of the committee before the board meeting on Thursday, if that works for both of you, or we can hold a conference call meeting anytime in the next couple of days. I have Brad on the agenda to present the recommendations of the Personnel Committee.

Don't hesitate to contact me if you have questions,

Utah Counties Indemnity Pool  
**Johnnie R. Miller, ARM-P, CIC, CRM**  
Chief Executive Officer  
PO Box 95730  
South Jordan, UT  
Phone (801) 307-2114  
Cell (801) 718-7107  
Email [jmiller@ucip.utah.gov](mailto:jmiller@ucip.utah.gov)





# Utah Counties Indemnity Pool

EMPLOYEE MANUAL

January ~~2014~~2015

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## TABLE OF CONTENTS

TABLE OF CONTENTS.....	ii
RECEIPT OF MANUAL.....	iii
<b>SECTION I GENERAL PROVISIONS .....</b>	<b>1-5</b>
A. <u>At Will Employment .....</u>	<u>1</u>
B. Applicability of Policies and Procedures .....	1
BC. Authority for Policies .....	1
CD. Savings Clause .....	1
DE. Personal Information .....	1
EF. Non-Discrimination.....	1
FG. Nepotism .....	1-2
GH. Employment Classifications.....	2
H. FLSA .....	2
I. Payroll Procedures.....	2
J. Reimbursement of UCIP Business Expenses .....	2-3
K. Outside Employment.....	4
L. Work Hours .....	4
M. Absence Without Leave .....	4
N. Terminating Employment.....	4-5
O. Termination Pay .....	5
<b>SECTION II COMPENSATION .....</b>	<b>6-7</b>
A. Wages .....	6
B. Monthly Auto/Cell Phone Allowance .....	6
C. Cost of Living Adjustment .....	6
D. Merit Salary Increases .....	6-7
E. Bonuses .....	7
F. Discretionary Award .....	7
<b>SECTION III DISCRETIONARY BENEFITS .....</b>	<b>8-13</b>
A. Retirement .....	8
B. Group and Medical Insurance .....	8
C. Health Reimbursement Program .....	8-9
D. Holidays .....	9
E. Vacation .....	9-10
F. Sick Leave .....	10-11
G. Bereavement Leave .....	11-12
H. Family and Medical Leave .....	<del>13</del> <del>13</del> <del>12</del>
I. Jury Duty .....	<del>13</del> <del>13</del> <del>12</del>
J. Education Assistance.....	<del>14</del> <del>14</del> <del>13</del>
<b>SECTION IV STANDARDS OF CONDUCT .....</b>	<b>14-21</b>
A. Employee Discipline .....	<del>15</del> <del>15</del> <del>14</del> -15
B. Drug Free Workplace .....	<del>16</del> <del>16</del> <del>15</del> -18
C. Sexual Harassment Prohibited.....	<del>19</del> <del>19</del> <del>18</del> -20
D. Harassment Based on Other Protected Categories Prohibited.....	<del>21</del> <del>21</del> <del>20</del>
E. Computer and E-Mail Usage.....	20-21
F. Seat Belt Use .....	21
G. Cell Phone Use .....	21
H. Acceptance of Gifts, Compensation or Loans .....	21
<b><del>SECTION V DISPUTE RESOLUTION PROCESS .....</del></b>	<b><del>22-23</del></b>
<del>A. Dispute Resolution Philosophy .....</del>	<del>24</del> <del>22</del>
<del>B. Dispute Resolution Procedure .....</del>	<del>23</del>
<b>SCHEDULE OF UCIP DISCRETIONARY BENEFITS</b>	
<b>ATTACHMENT 1 .....</b>	<b>EMPLOYMENT OF RELATIVES</b>
<b>ATTACHMENT 2 .....</b>	<b>ACCEPTING GIFT, COMPENSATION OR LOAN</b>
<b>ATTACHMENT 3 .....</b>	<b>LONG-TERM DISABILITY ACT</b>



## RECEIPT OF EMPLOYEE MANUAL

I, the undersigned employee have received a copy of the UCIP Employee Manual and have had an opportunity to review its contents with management and ask questions relating thereto.

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I understand that Employment with UCIP is "at will" and may be terminated by UCIP or me at any time with or without cause. I understand the terms of the at will employment relationship as applied under Utah law and as referenced in this manual. I understand that no officer or employee of UCIP has the authority to enter into a contractual employment relationship with me in writing, verbally, on an implied basis, or any other basis, or in any way waive or alter the at will employment relationship.

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I understand this Manual is provided to me as a reference guide regarding UCIP's employment related policies and procedures, and agree that nothing in this manual, nor any omission to this manual, is meant as creating a contractual relationship between UCIP and myself.

I understand these policies and procedures as well as the benefits provided by UCIP to its employees may be amended from time to time by action of the UCIP Board of Trustees, and that the Board of Trustees reserves the right to amend, alter, or revoke any policy, practice, benefit, or employment condition, at any time, or for any reason, with or without notice.

This Manual is provided to the Utah Counties Indemnity Pool (UCIP) employees as a reference guide regarding UCIP's employment related policies and procedures. These policies and procedures as well as the benefits provided by UCIP to its employees may be amended from time to time by action of the UCIP Board of Trustees. The Board of Trustees reserves the right to amend, alter, or revoke any policy, practice, benefit, or employment condition, at any time, or for any reason, with or without notice.

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All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. UCIP uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or company may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

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No contract exists between UCIP and its employees or any third parties with respect to salary ranges, movement within salary ranges, employee benefits, work location, or any other aspects of employment. These aspects of employment with UCIP may change as a result of salary surveys, job analysis, availability of funds, job

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~~performance, changes in workload, or changes in UCIP policies and procedures.  
Employment with UCIP is "at will" and may be terminated at any time.~~

~~The undersigned has received this manual and has had an opportunity to review its contents,  
and ask questions related thereto:~~

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**



## SECTION I - GENERAL PROVISIONS

Utah Counties Indemnity Pool, "UCIP" is a political subdivision of the State of Utah, governed by the UCIP Board of Trustees, operating under the laws of the State of Utah.

### A. At Will Employment

Employment with UCIP is "at will" and may be terminated at any time with or without cause. Nothing contained in this manual, or the statement or failure to restate that employment with UCIP is at will in any section of this manual is meant as a waiver or modification of that relationship.

No contract exists between UCIP and its employees or any third parties with respect to any aspects of employment including but not limited to salary ranges, movement within salary ranges, employee benefits or work location. Any aspects of employment with UCIP may change as a result of salary surveys, job analysis, availability of funds, job performance, changes in workload, or changes in UCIP policies and procedures.

No officer, supervisor or other employee or representative of UCIP has the authority to enter into any contract of employment whether written, verbal or implied or to in any other way waive or modify the at will employment relationship between UCIP and any employee. Only the UCIP Board of Trustees may enter into any relationship other than at will employment with an employee, and may do so only by resolution of the board authorizing a written contract with such employee.

### A.B. Applicability of Policies and Procedures

These policies and procedures apply to all UCIP employees.

### B.C. Authority for Policies

The UCIP Board of Trustees establishes the policies and procedures that are outlined in this manual. The Board may alter, amend, or supplement these policies and procedures at any time.

### C.D. Savings Clause

If any provision of these policies and procedures, or the application thereof, is found to be in conflict with any State or Federal law or regulation, these policies and procedures shall be considered amended to the extent necessary to comply with such law or regulation.

### E. Personal Information

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UCIP has signed the Electronic Trading Partner Agreement with the Utah Retirement Systems. As a condition of this Agreement, UCIP has adopted the following policy statement: UCIP will prevent the improper use or disclosure of personal information regarding its employees' status, contributions and/or benefits, or any other personal information arising from enrollment or participation in the Utah Retirement Systems.

**F. Non-Discrimination**

UCIP is an equal opportunity employer. UCIP complies with Federal and State non-discrimination laws with respect to employment on the basis of race, color, national origin, sex, age, disability, or religion. UCIP complies with Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act and other applicable laws relating to non-discrimination in employment.

Employment at UCIP is based upon the applicant or employee's qualifications, suitability for the job, job references, and ability to perform the essential functions of the job.

**G. Nepotism**

UCIP complies with Sections 52-3-1 to 52-3-4, of the Utah Code Ann. 1953, as amended regarding the employment of relatives.

If because of marriage, promotion, reorganization or other reason, it appears that a conflict with Utah law or this policy appears to exist, the Chief Executive Officer, and the Board of Trustees shall review the matter.

If it is determined that a conflict exists, resignation of one of the family members may be required.

**H. Employment Classifications**

UCIP employment classifications are generally designated as either full-time or part-time positions. Each job description shall state whether the position is a full, part-time, seasonal or temporary position and if it is an exempt or non-exempt position for purposes of the Fair Labor Standards Act (FLSA). Employees holding full-time positions receive the benefits and protections described in this manual.

An employee's classification determines the level of benefits for which the employee is eligible.

1. Full Time Positions. Employees, who generally work thirty (30) or more hours per week in a permanent position, are full-time employees.
2. Part Time Positions: Employees who work less than thirty (30) hours per week on a continuous or recurring basis are part time employees.

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2. All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. UCIP uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or UCIP may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

I. **FLSA**

UCIP abides by the provisions of the Fair Labor Standards Act.

J. **Payroll Procedures**

Paydays are twice a month, on the fifteenth and the last day of the month. If a payday falls on a Saturday, Sunday, or legal holiday, UCIP will pay wages earned during the pay period on the day preceding the Saturday, Sunday, or legal holiday.

K. **Reimbursement of UCIP Business Expenses**

UCIP will pay or reimburse employees for expenses associated with authorized UCIP business. The amounts paid or reimbursed are determined from time to time by the UCIP Board of Trustees. Payment or reimbursement for expenses under this policy must be submitted to the Chief Financial Officer on a form approved by UCIP and must include all receipts for items to be reimbursed.

1. **Mileage.** UCIP will reimburse for mileage at the approved federal rate when an employee uses a personal vehicle for authorized UCIP business which does not include commuting to and from the UCIP office. Carpooling to and from conferences and meetings using vehicles under the monthly auto allowance plan should be used whenever practical. Employees traveling to and from conferences and meetings using their personal vehicle when carpooling is available will be reimbursed only when there is a valid business purpose for using their personal vehicle as determined by the Chief Executive Officer.
2. **Monthly Auto Allowance.** The UCIP Board of Trustees has approved a monthly auto allowance to be paid to specific employees that regularly use their personal auto for travel on authorized UCIP business. Employees who receive a monthly auto allowance will only receive reimbursement for mileage when the round trip miles driven for a single business purpose exceed the number of miles identified as the Mileage Reimbursement Threshold in the Schedule of UCIP Discretionary Benefits. Reimbursement of mileage exceeding the Mileage Reimbursement Threshold will be paid at the approved federal rate.
3. **Per Diem.** UCIP will pay a per diem to employees away from home on authorized UCIP business pursuant to the full daily standard M&IE rates



published by the Office of Government Policy, General Services Administration. Travel requirements for Per Diem are a trip of at least 100 miles and/or five hours duration. Per Diem is not payable to employees on business in the employee's home county or Salt Lake County. Per Diem is provided to cover meals and incidental expenses incurred when travelling.

4. **Other Travel Expenses.** UCIP will pay or reimburse employees for other expenses, such as lodging or airfare, on approved business trips.
5. **Cell Phones.** The UCIP Board of Trustees has approved a monthly cell phone allowance to be paid to specific employees that regularly use their personal cell phone for UCIP business. Reimbursement amounts will be set by the Board of Trustees dependent on the amount of business use, the need to use cellular service for email and internet access, and the market rate for such services.
6. **UCIP Business Credit Cards.** The UCIP Board of Trustees has approved the use of UCIP Business Credit Cards by certain employees who regularly incur business expenses as part of their duties. UCIP Business Credit Cards are for use of authorized business travel expenses and other authorized business expenses. Employees using UCIP Business Credit Cards must submit documentation of the charges in the form of written receipts to the Chief Financial Officer on a monthly basis. Each receipt should include documentation of the business purpose of the expense. All UCIP Business Credit Card transactions will be reviewed and approved by the UCIP Board of Trustees. An employee will reimburse UCIP for any expenses not approved by the UCIP Board of Trustees as legitimate business expenses. Such expenses that are not reimbursed to UCIP within 30 days of notice to the employee of the Board's action may be deducted from the employees pay at the discretion of the Chief Executive Officer.

#### L. **Outside Employment**

No Pool employees may engage in any outside employment (including self-employment) or activity that, in the opinion of the Chief Executive Officer, might impair the performance of their duties or is detrimental to UCIP member service. Employees must notify the Chief Executive Officer of outside employment prior to engaging in such employment, or at any time that the terms of outside employment changes.

#### M. **Work Hours**

All full-time employees are expected to work their assigned schedule.

1. Hours are weekdays from 8:00 a.m. until 4:30 p.m. After Memorial Day and prior to Labor Day of each year, the Chief Executive Officer may implement

at their discretion a “summer flex hours” program. Flex hour programs shall not exceed a program of employees working 10 hours a day for four days a week, and in no case shall a flex hour program create the need for payment of overtime to any employee. The Chief Executive Officer may make changes to the flex hour program at any time at their sole discretion.

2. Each employee is allowed a thirty minute lunch period. The employee's actual amount of lunch time will be determined by the Chief Executive Officer. Employees are expected to coordinate with other employees and their supervisors to assure the office is appropriately staffed for receiving guests and phone calls throughout the work day. Employees are normally expected to be present during all other work hours unless special arrangements are made with the Chief Executive Officer from time to time for cause.
3. Generally, employees are not allowed to skip their lunch break to leave work early.

**N. Absence Without Leave**

No employee may be absent from duty without permission. All employees should notify their supervisor, the Chief Financial Officer, or the Chief Executive Officer prior to an absence. In emergency situations where prior notification is not possible, the employee should provide notification as soon as possible.

If a pattern (two or more) of unexplained or unexcused absences develops, employees may be subject to a disciplinary action, up to and including termination.

**O. Terminating Employment**

All employment with UCIP is “at will” employment. An employee’s employment with UCIP may terminate in different ways, including but not limited to:

1. **Resignation.** Employees may resign at any time. However, as a courtesy, UCIP requests that employees give a minimum two weeks written notice so that UCIP has time to prepare final paperwork and arrange to assure minimal disruption to member service. Any earned and or accrued vacation and sick leave will be paid at the time of resignation in accordance with policies adopted by the Board of Trustees at the time of termination.
2. **De-facto Resignation.** Employees who are absent from work for three consecutive days and are capable of providing notice to their supervisor, but fail to do so, are considered to have voluntarily resigned.
3. **Involuntary Termination.** As an “at will” employer, UCIP may terminate an employee’s employment at any time.

**P. Termination Pay**

Employees who leave UCIP service for any reason will be paid the wages due them at the next regularly scheduled payday. UCIP will pay terminating employees for earned and accrued vacation time. UCIP may also pay earned sick leave based on policy in effect at the time of termination. Payment of earned and accrued vacation and sick leave due the employee based on policies at the time of termination will also be paid at the next regularly scheduled payday.

## **SECTION II - COMPENSATION**

All compensation provided to UCIP employees is determined or approved by the UCIP Board of Trustees. The UCIP Board may alter, amend, or supplement these policies and procedures at any time to the extent allowed by law.

### **A. Wages**

It is the intent of UCIP to provide its employees with wages competitive with other similar employers in the Salt Lake County area. Employee wages are determined by the UCIP Board of Trustees and may be set based on analysis of wages for similar employers in the Salt Lake County area and in consideration of other benefits provided to employees to recognize the value of each employee's total compensation package.

### **B. Monthly Auto/Cell Phone Allowance**

The UCIP Board of Trustees has approved monthly auto and cell phone allowances at rates identified in the Schedule of UCIP Discretionary Benefits to be paid to specific employees that regularly use their personal vehicle for travel or personal cell phone for authorized UCIP business. The Monthly Auto/Cell Phone Allowance is considered income for purposes of taxable income, and will be reported by UCIP as taxable income paid to the employee.

### **C. Cost of Living Adjustment**

Adjustments to wages related to cost of living are recommended by the Chief Executive Officer, and approved at the sole discretion of the UCIP Board of Trustees.

1. Employee salaries may be adjusted annually to protect them from inflation of the local economy. COLA will be paid only if funds are available in the budget, and at the sole discretion of the Board of Trustees.
2. The UCIP Board of Trustees may consider in part the percentage increase (if any) of the U.S. Department of Labor, Consumer Price Index for the Salt Lake County Area as reported in January of each year, when considering any COLA type salary adjustment.

### **D. Merit Salary Increases**

Merit adjustments to wages are recommended by the Chief Executive Officer and approved at the sole discretion of the UCIP Board of Trustees.

1. Merit salary increases for employees shall be considered annually on the basis of individual performance and performance of UCIP as an organization.
2. Merit salary increases shall only be granted upon recommendation of the Chief Executive Officer and approval of the Board of Trustees.

3. The effective date of any merit increase shall be the first pay period of the calendar year, unless otherwise determined by the Board of Trustees.

E. **Bonuses**

Individual bonuses may be recommended by the Chief Executive Officer. All bonuses must be approved by, and at the sole discretion of, the UCIP Board of Trustees.

F. **Discretionary Award**

Full-time employees may receive an annual award at the discretion of the Chief Executive Officer to be included with the first payroll of December. Limitations related to such award shall be determined by the UCIP Board of Trustees.



### **SECTION III - DISCRETIONARY BENEFITS**

UCIP provides a variety of benefits to eligible employees. Among the benefits currently provided are a retirement program, a long-term disability insurance program, medical and life insurance plans, and a deferred income investment program.

**UCIP may add, alter or eliminate benefits at its discretion.**

#### **A. Retirement**

In order to help its employees plan and prepare for retirement, UCIP participates in the Local Government Public Employees' Noncontributory Retirement System administered by the Utah Retirement Systems (URS), as set forth in Utah Code Title 49, Chapter 13. UCIP contributions to the URS Local Government Public Employees' Noncontributory Retirement System are made in addition to, and not deducted from, eligible employee's regular pay. At the discretion of the UCIP Board of Trustees, UCIP may also provide matching contributions to the URS 401(k) Plan and/or the Nationwide 457 Plan. Employees may have additional amounts deducted from their regular pay to contribute to these plans, based on the policies of each plan.

#### **B. Group and Medical Insurance**

UCIP currently provides the following life and health benefits to full-time employees and their dependents:

1. Major medical and surgical
2. Dental Care
3. Vision Care
4. Group Term Life
5. Workers' Compensation (employees only)
6. Long term disability (employees only)

UCIP pays a percentage of the cost for insurance coverage of the employee and eligible dependents determined by the Board of Trustees and shown in the Schedule of UCIP Discretionary Benefits. The cost of optional coverage and amounts above the basic package are the responsibility of the employee.

#### **C. Health Reimbursement Program**

The UCIP Board of Trustees has adopted a health reimbursement arrangement the terms of which are included in the Schedule of UCIP Discretionary Benefits. Employees who terminate employment with UCIP for any reason are not

compensated for any unused funds without providing receipts for qualifying expenses incurred prior to termination.

**D. Holidays**

UCIP provides the following paid holidays to allow employees to enjoy a break in the work routine and to commemorate special Federal and State historical events and activities.

The first day of January – New Year's Day

The third Monday of January – Martin Luther King Day

The third Monday of February – Presidents' Day

The last Monday of May – Memorial Day

The 4<sup>th</sup> of July – Independence Day

The 24<sup>th</sup> of July – Pioneer Day

The first Monday of September – Labor Day

The second Monday of October – Columbus Day

The 11<sup>th</sup> of November – Veteran's Day

The fourth Thursday and Friday of November – Thanksgiving Day

The 25<sup>th</sup> of December – Christmas Day

When a paid holiday falls on a Saturday, the day off will be observed on the Friday preceding the Holiday. When a paid holiday falls on Sunday, the day off will be on the Monday following.

Should a holiday occur while an employee is on vacation, the employee will not be charged with vacation on the day of the holiday.

To be eligible for holiday pay an employee must work the regular scheduled day prior to the holiday, or the first regular scheduled day after the holiday, or be on an authorized paid leave using vacation pay, sick leave pay, or accrued compensatory time etc.

**E. Vacation**

UCIP provides paid vacation to employees according to the Vacation section of the Schedule of UCIP Discretionary Benefits. Vacation time is provided to allow employees a break from their work duties to rest and reinvigorate them. UCIP may

require employees in fraud sensitive positions to take a minimum number of days of vacation per year. It is UCIP's intent to incent employees to use vacation time in the year it is earned. A policy to carry over vacation time is provided to allow employees to plan for extended vacations, and is not meant as a means for employees to "bank" significant vacation time. It is also UCIP's intent to incent employees to use vacation time in blocks of several days, rather than a day or two at a time.

Here are some general vacation policies:

1. Vacation time may be used in increments of no less than one half (½) hour.
2. Employees may generally use their vacation anytime; however, to assure quality of member service, all vacation time must be approved in advance by the employee's supervisor. To allow adequate time for the supervisor to consider requests for vacation, employees are encouraged to request vacation time as far in advance as possible but generally not less than one week in advance of the beginning of the vacation period. If an employee feels their supervisor's denial of vacation time is unreasonable, they may ask for a review of the request for vacation by the Chief Executive Officer.
3. Legal holidays occurring while an employee is on vacation are not deducted from an employee's accrued vacation time.
4. Vacation hours may be carried forward to succeeding years to the extent allowed by the policy of the UCIP Board of Trustees, as outlined in the Schedule of UCIP Discretionary Benefits.
5. Vacation time will not accrue while an employee is on an unpaid leave of absence, or when temporary totally disability due to a work related injury exceeds 45 days.

#### **F. Sick Leave**

UCIP provides compensated sick leave to full-time employees who cannot perform their normal duties as a result of non-work related illness, injury or physicians visits related to non-work related illness or injury. Employees are encouraged to build up sick leave so that days are available for serious illness. Employees who regularly use up sick leave will be counseled regarding the difficulties such a practice may create. Sick leave is a privilege and employees should use it responsibly. Intentional misuse of sick leave may be grounds for discipline, up to and including termination.

Eligible employees may earn sick leave at the rate identified in the Schedule of UCIP Discretionary Benefits. Employees may take sick leave for personal illness or to care for sick family members (spouse, child, or parent).

Here are some general sick leave policies:

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1. Employees taking sick leave should provide notice at least one hour prior to beginning of shift in order to minimize disruption to the workplace.
2. Use of vacation time for absence from work due to an employee's own illness or injury will only be allowed when the employee has exhausted all earned and accrued sick leave. After exhausting all accrued sick and vacation time, the employee may be considered to be on an unpaid leave of absence at the discretion of the Chief Executive Officer.
3. Sick leave may be taken in increments no less than one half (½) hour.
4. Legal holidays occurring while a full-time employee is ill will not be deducted from an employee's earned or accrued sick leave.
5. Employees do not earn sick leave while on an unpaid absence, when a period of an employee's own illness or injury exceeds 45 days, or when temporary total disability due to a work related injury exceeds 45 days.
6. After three (3) consecutive days of sick leave, at UCIP's discretion, an employee may be required to provide a doctor's certificate of disability with respect to any sick leave taken. If such certificate is not provided, the employee's absence may be considered an unpaid absence.

**G. Bereavement Leave**

UCIP grants bereavement leave to employees who suffer the death of a member of the immediate family, or a close relative. It is the intent of UCIP to be considerate of an employee's special needs and to be supportive in the death of a loved one.

Accordingly, UCIP may provide the employee with paid time off from work to attend the funeral and to fulfill other responsibilities before the funeral without charge to the employee's earned or accrued sick or vacation time.

If an employee suffers the death of a close relative, and requests time off from work during the period of bereavement, the Chief Executive Officer may approve the request based on the following:

1. The necessity and appropriateness of the time off. The employee should be attending the funeral and/or have certain responsibilities to fulfill before the funeral.
2. The amount of time off:
  - a. If the deceased was a member of the employee's immediate family (spouse, child or child of a spouse, parent or parent of a spouse, sibling or sibling of a spouse, brother or sister-in-law, grandparents, and grandchild or grandchild of a spouse), the employee may have paid

time off up to five (5) days at any time between the death and the day of the funeral.

- b. For other close relatives (aunt, uncle, niece, or nephew of either the employee or spouse) the employee may have paid time off for the day of the funeral.
3. The pay for bereavement leave will be based on the employee's current rate of pay and the number of hours in the normal workday. Employees may request additional days off and use accrued vacation or leave without pay, as approved by the Chief Executive Officer.
4. In the event of the death of a member of the immediate family while an employee is on vacation, the vacation will be extended by the amount of time normally authorized as outlined above.

#### **H. Family and Medical Leave**

UCIP complies with all applicable requirements of the Family and Medical Leave Act of 1993 (FMLA).

1. An employee's use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, the employee must first use any accrued vacation, compensatory time, and sick leave during the FMLA leave period. In calculating the twelve (12) week FMLA limit, all paid leave will be included.
2. UCIP has adopted the calendar year as the basis for determining FMLA eligibility. However UCIP retains the right to change the eligibility period when it is determined to be in the best interest of UCIP to do so in terms of administration.
3. Upon returning from FMLA leave, most employees will be reinstated to the same, or equivalent, position with equivalent pay, benefits, and other employment terms as previously provided. There will be no loss of benefits that accrue prior to the start of the employee's leave.

#### **I. Jury Duty**

Every employee will be granted an unpaid leave of absence when subpoenaed or ordered to appear as a juror or witness by the Federal Government, State of Utah, or political subdivision thereof. If the employee turns over the juror or witness fee to UCIP along with a copy of the subpoena, UCIP will pay the employee's regular compensation during the period of jury service. Travel time to or from juror or witness duty is also considered an approved absence, but UCIP will not pay any overtime regardless of the amount of jury service time and jury travel time. UCIP will not pay for jury duty related mileage regardless of whether the subpoena requires travel during work hours.

J. **Education Assistance**

UCIP employees are encouraged to seek further education to perform their jobs more effectively and to enhance their professional development. UCIP may subsidize the education expenses of employees under specified circumstances. This policy is subject to availability of funds, and applies only to full-time employees.

1. **Program Eligibility.** The education program must provide a benefit to UCIP by directly relating to the work the employee currently performs or will be required to perform. Eligibility of the education program will be determined by, and must be approved by, the Chief Executive Officer.
2. **Reimbursement.** Education assistance shall not exceed \$500 in any one year. Tuition costs shall not be carried into the next budget year for reimbursement.
3. **Procedures.**
  - a. Employees are encouraged to attend classes and study during non-working hours. In the alternative, the Chief Executive Officer may flex an employee's work schedule to allow the employee to attend classes and study for exams.
  - b. To receive education assistance, an employee must receive approval from the Chief Executive Officer prior to commencement of the class. Employees are encouraged to discuss education assistance well in advance of the commencement of classes, to allow the expense to be appropriately budgeted.
  - c. To be reimbursed, the employee must complete the approved class with a final grade of "C" or better. If the course is only offered on a pass/fail basis, the employee must receive a passing grade.
  - d. The employee must submit proof of a satisfactory grade and proof of tuition payment to the Chief Executive Officer prior to reimbursement.
4. **Required Classes.** If UCIP requires an employee to attend an education program or class, UCIP shall pay the full cost of the program or class.

## SECTION IV - STANDARDS OF CONDUCT

UCIP expects its employees to conduct themselves diligently and honorably in their assignments on behalf of the public. Employees should:

1. Work diligently on their assigned duties during their assigned work schedules.
2. Make prudent use of Pool funds, equipment, buildings, supplies, and time.
3. Work courteously with coworkers and the public.
4. Observe work place rules of conduct and safety.
5. Meet the standards of their individual job descriptions.
6. Report and correct circumstances that prevent employees from performing their jobs effectively or completing their assigned tasks.

### A. Employee Discipline

Employees who violate Pool policy are subject to discipline. ~~Depending upon the circumstances, UCIP may~~ Discipline may include, but is not limited to, reprimand, probation, reassignment, transfer, ~~suspends~~ suspension, reduced pay, ~~demoted~~ demotion, ~~terminate~~ termination or ~~take whatever any~~ other action deemed appropriate by the Chief Executive Officer ~~to discipline employees who violate Pool policy~~. Grounds for discipline may include, but are not limited to:

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1. Inefficiency;
2. Incompetence;
3. Failure to maintain skills;
4. Inadequate performance levels;
5. Neglect of duty;
6. Misconduct;
7. Inability to work in harmony with coworkers;
8. Rudeness to the public;
9. Disobedience of a reasonable order of a supervisor;
10. Dishonesty;
11. Insubordination;



12. Misappropriation or damage to Pool funds or property;
13. Misuse of Pool funds or property;
14. Tardiness;
15. Unapproved absences;
16. Any act inimical to public service; and/or
17. Felony convictions and other violations of state and federal law.

This list is not exhaustive and is set forth as a guideline, and in no way waives or modifies the at-will relationship between UCIP and its employees. This list should **not** be construed as preventing or limiting UCIP from taking disciplinary action, including termination, in circumstances where UCIP deems such action to be appropriate, regardless of whether UCIP has specifically identified a written rule or policy. Similarly, employees may be disciplined for violations of Pool policy found in other sections of this manual, violations of State or Federal law, or violations of relevant policies, rules or laws promulgated elsewhere.

~~Employees may appeal disciplinary action through UCIP's Dispute Resolution process.~~

## B. Drug Free Workplace

UCIP is committed to providing a safe work place and ensuring the safety of the general public and expects your cooperation in this effort.

The purpose of this policy is to implement the Federal Drug Free Workplace Act of 1988 by providing for a safe and productive work environment that is free from impaired performance caused by employee use or abuse of controlled substances, medication, and/or alcohol. This policy establishes procedures for controlling drug or alcohol use or abuse in the workplace and applies to all employees. Impaired means a Significant Measurable Quantity (SMQ) or impermissible quantity of a drug, including alcohol, that indicates a positive drug and/or alcohol test in violation of UCIP's written policy. The SMQ for drugs is established by the Federal Department of Health and Human Services and is subject to change. The SMQ for alcohol is based on the Federal Highway Administration (FHWA) and is subject to change. Impermissible quantities are listed below:

Drug	Screening (ng/ml)	Confirmation (ng/ml)
Marijuana	50	15
Cocaine	150	100



Meth/Amphetamine <sup>1</sup>	500	250
Opiates	2000	2000
Phencyclidine (PCP)	25	25
Barbiturates	300	300
Benzodiazepines	300	300
Propoxyphene	300	300
Methadone	300	300
Alcohol	0.04	0.04

<sup>1</sup>Amphetamine must be present, in a concentration greater than 200 ng/ml, to report a specimen positive for methamphetamine. If the amphetamine concentration is less than 200 ng/ml, a 1-methamphetamine analysis must be performed. When the 1-methamphetamine percentage is greater than 80%, the specimen is reported as negative.

#### 1. Responsibility of Employees

- a. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
- b. Any employee convicted under a federal or state statute regulating controlled substances shall notify his or her supervisor within five (5) days after the conviction.
- c. No employee shall consume alcohol immediately before work, during work hours while at work, during breaks, or during lunch. No employee shall be impaired by alcohol, illegal drugs, or medication during work hours. No employee shall represent UCIP in an official capacity while impaired by alcohol, illegal drugs, or medication.
- d. If an employee is using medication that may impair performance of duties, the employee shall report that fact to his or her supervisor.
  - (i) No employee using medication that may impair performance shall operate a motor vehicle on behalf of UCIP.

#### 2. Reasonable Suspicion Testing

- a. Any employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, or medication shall notify the impaired employee's supervisor. At the request of the

employee's supervisor, the employee suspected of being under the influence of alcohol and/or drugs shall submit to a chemical test of their bodily fluids. Refusal to submit to a test shall be deemed a violation of this policy subject to disciplinary action, up to and including termination.

The cost of the test shall be paid by UCIP.

3. Corrective Action

- a. The Chief Executive Officer or the supervisor of an employee, whose performance is impaired by alcohol, illegal drugs, or medication, shall take corrective action, which may include discipline.
- b. Upon taking corrective action, the Chief Executive Officer shall prepare a written report stating the reasons for the action.
- c. An employee impaired by illegal drugs or alcohol during work hours shall be relieved from duty and shall be charged earned or accrued vacation leave for the absence.
- d. An employee impaired by medication during work hours may be relieved from duty and shall be charged earned or accrued sick leave for the absence.
- e. The Chief Executive Officer may change an employee's assignment while the employee is using medication, if the employee is impaired by the medication.
- f. If the Chief Executive Officer has reason to believe that an employee may be abusing an illegal drug, medication, or alcohol, the Chief Executive Officer may refer the employee to an evaluation program for the purpose of obtaining a diagnosis.
  - (i) The cost of the evaluation and any necessary testing shall be paid by UCIP.

4. Treatment Program

- a. If an employee admits abusing an illegal drug, medication, or alcohol, or if it is determined by a medical or other recognized professional diagnosis that an employee is abusing an illegal drug, medication, or alcohol, the Chief Executive Officer may refer the employee to a treatment program based on the severity of the condition.
  - (i) The employee shall participate in the treatment program at the employee's expense.

- (ii) The Chief Executive Officer may change an employee's assignment while the employee is enrolled in a treatment program.
- b. An employee participating in a treatment program shall use accumulated leave consistent with the sick leave policy for any absence.
- c. The employee shall provide documentation of successful completion of the treatment program.
  - (i) After the employee's successful completion of the treatment, the Chief Executive Officer shall reinstate the employee to the employee's former or equivalent position.
- d. The employee shall sign a release to allow communication between the Chief Executive Officer and the treatment provider. All such communication shall be maintained in a confidential file separate from the employee's personnel file.
- e. The Chief Executive Officer may dismiss an employee who refuses to enroll in a treatment program, fails to successfully complete the program, or fails to provide documentation of completion.
- f. The Chief Executive Officer may reassign an employee returning from treatment.

**C. Sexual Harassment ~~Prohibited~~**

~~UCIP does not tolerate sexual harassment.~~ UCIP believes that a workplace free from hostile, intimidating, or offensive behavior is the most productive workplace. Employees should use courtesy and professionalism when interacting with coworkers.

Sexual Harassment means “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment” (Equal Employment Opportunity Commission Guidelines, Section 1064.11).

All employees are responsible for ensuring that the workplace is free from all forms of sexual harassment.

1. Sexual harassment encompasses a wide range of behaviors, including sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
2. Examples of sexual harassment may include, but are not limited to the following:
  - a. Implying or threatening adverse employment actions if sexual favors are not granted.
  - b. Promising preferential treatment in return for sexual favors.
  - c. Subtle pressure for sexual activity.
  - d. Inappropriate touching of any individual i.e. petting, pinching, hugging, or repeated brushing against another employee's body.
  - e. Offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language
  - f. The display of sexually suggestive objects or pictures.
  - g. Disparaging remarks about a person's gender.
  - h. Spreading stories about a person's sexual conduct.
  - i. Questions about a person's sexual activity.
  - j. Physical aggression such as pinching or patting.
  - k. Verbal sexual abuse disguised as humor.
  - l. Obscene gestures.
  - m. Horseplay or bantering of a sexual or off-color nature.
  - n. Other actions of a sexual nature that affect the terms and conditions of a person's employment.
  - o. Conduct or comments consistently targeted at only one gender, even if the content is not sexual.
3. UCIP considers prompt reporting of harassment to be a condition of your employment. If you believe that you have experienced or witnessed sexual harassment, you must immediately report your concern to the Chief Executive Officer. If you feel uncomfortable reporting to the Chief Executive Officer, contact a member of the UCIP Board of Trustees.

4. UCIP will not retaliate against any person who reports sexual harassment unless the report was false and was made maliciously.
5. UCIP will investigate allegations of sexual harassment and will take appropriate action against any person found to have violated this policy. Individuals who engage in sexual harassment are subject to discipline, ~~which may include, but is not limited to reprimand, reassignment, suspension, demotion, termination, or other sanctions~~up to and including termination.

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#### D. Harassment Based on Other Protected Categories Prohibited

UCIP believes that a workplace free from hostile, intimidating, or offensive behavior is the most productive workplace. Employees should use courtesy and professionalism when interacting with coworkers. Employees who harass others based upon their color, national origin, age, religion or disability are subject to discipline, up to and including termination. All employees should work together in a professional manner with courteous, mutual respect.

Harassment based on color, national origin, age, religion or disability encompasses a wide range of behaviors, including racially based derogatory comments, taunting, or treatment. Examples of protected category harassment may include, but are not limited to, the following:

1. Slurs or put-downs based on color, national origin, age, religion or disability.
2. Materials such as cartoons or e-mails making fun based on color, national origin, age, religion or disability.

UCIP considers prompt reporting of harassment to be a condition of your employment. If you believe that you have experienced or witnessed harassment based on color, national origin, age, religion or disability, you must immediately report your concern to the Chief Executive Officer. If you feel uncomfortable reporting to the Chief Executive Officer, contact a member of the Board of Trustees.

UCIP will investigate allegations of protected category harassment and will take appropriate action against any person found to have violated this policy. Individuals who engage in protected category harassment are subject to discipline, ~~which may include, but is not limited to reprimand, reassignment, suspension, demotion, termination, or other sanctions~~up to and including termination.

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#### E. Computer and E-Mail Usage

UCIP recognizes that excessive personal use of UCIP-owned computers during work hours can affect productivity. UCIP reserves the right to monitor computer usage, files stored on UCIP computers and Internet usage.



For purposes of this policy, “files” means all documents, programs, e-mail, and Internet locations that are created, accessed, stored, or temporarily located on a UCIP computer.

1. **Personal Use.** Employees may use assigned computers for limited personal purposes. This approval is similar to the occasional personal use of telephones during breaks. Excessive use of the computer for personal reasons is not allowed.
2. **Inappropriate Usage.** Employees are not allowed to use a computer for self-employment, or outside employment purposes. Entering or maintaining information on a Pool computer that is in violation of UCIP’s policies and procedures, or that violates state or federal law, is prohibited.
3. **Privacy.** All files created, accessed, or stored on a UCIP computer are considered UCIP property. Employees are advised that there is no right to privacy when using a UCIP Computer. As a public agency, all data and files created, accessed, or stored on a UCIP computer may be subject to governmental records access laws, and may become public in compliance with such laws.
4. **Licenses.** Employees shall use computer software only in accordance with the license agreement. Copying software licensed to, or developed by, UCIP for ~~home-personal~~ computer use or any other purpose is prohibited. Bringing software from ~~home-personal~~ computers to run on UCIP computers is also prohibited. Downloading of software onto UCIP computers is prohibited unless prior authorization has been provided by the Chief Executive Officer.
5. **Equipment.** Only authorized employees may purchase, move, alter, or repair computer equipment and wiring.
6. **E-mail.** Employees may use UCIP’s e-mail functions as explained above.
7. **Internet Access.** Internet usage falls within the above constraints.
8. **Disciplinary Action.** Employees using Pool computers in an unauthorized or inappropriate manner may be subject to disciplinediscipline up to and including ~~Discipline may include~~ termination.

F. **Seat Belt Use**

Employees must use seatbelts while in vehicles performing UCIP business which includes travel eligible for reimbursement by UCIP.

G. **Cell Phone Use**

Cell phones should not be used while in vehicles performing UCIP business which includes travel eligible for reimbursement by UCIP when it is a distraction to driving.

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Whenever possible, the employee should use hands free phone equipment or pull over when safe to continue or return the phone call.

**H. Acceptance of Gifts, Compensation or Loans**

As public agency employees, UCIP employees are required to comply with Utah Code §67-16-5 as amended. Employees must notify the Chief Executive Officer of all gifts accepted by individual employees. Gifts offered to the staff as a group will be approved by the Chief Executive Officer prior to acceptance. Failure to comply with this policy may result in discipline up to and including ~~Discipline may include~~ termination.

## **SECTION V — DISPUTE RESOLUTION PROCESS**

### **A. Dispute Resolution Philosophy**

UCIP encourages its employees to work to resolve disputes amicably and informally. When a dispute arises regarding suspension, transfer, demotion, or dismissal, full-time employees may seek redress through the dispute resolution process. When a dispute arises regarding unlawful discrimination, all employees may seek redress through the dispute resolution process. The following definitions apply to the dispute resolution process:

1. **Suspension**. An absence imposed as discipline, without pay, which may or may not result in further disciplinary action.

2. **Transfer**. An involuntary job assignment change from one department to another.

3. **Demotion**. A job classification change to a lower grade.

4. **Dismissal**. Involuntary termination from Pool employment

5. **Unlawful Discrimination**. A claim of discriminatory treatment based on a protected category such as race, color, national origin, sex, age, disability, or religion.

This dispute resolution process is intended to foster fair resolution of employee disputes. Therefore, procedure should not override efforts to amicably resolve differences. However, in order to expeditiously resolve disputes and minimize interference with the public's business, matters of timing should be adhered to unless good cause is shown or the parties agree to extensions.

UCIP prohibits retaliation against employees who utilize the dispute resolution process. Employees with questions regarding how the dispute resolution process works may seek counseling from the Chief Executive Officer regarding procedure; however, the Chief Executive Officer cannot comment or provide advice on the substantive issues in dispute. Employees may select a representative of their choice to represent them at any stage of the dispute resolution process.

UCIP urges employees to attempt to resolve disputes informally with the Chief Executive Officer. Before launching a formal review with the Chief Executive Officer, employees should attempt to resolve disputes by dealing directly with the individuals involved. However, UCIP recognizes that there are circumstances where employees may feel uncomfortable addressing issues directly with a supervisor. In

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such cases, employees may proceed directly to the next step of the dispute resolution process.

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## B. ~~Dispute Resolution Procedure~~

UCIP's dispute resolution process involves two steps. Employees who are unhappy with the outcome of any step may proceed to the next step in the process. Step one of the dispute resolution process must be commenced within 30 calendar days of the event giving rise to the dispute or within 30 calendar days of the time the employee reasonably should have known of the event giving rise to the dispute.

### Step One: Chief Executive Officer Review

If a dispute remains unresolved after an informal attempt to work out a solution, an employee may file a written appeal with the Chief Executive Officer stating the basis of the dispute and outlining the employee's position. The Chief Executive Officer has ten working days to respond to the employee's dispute.

### Step Two: Board of Trustees Review

If the employee is unsatisfied with the outcome of the Chief Executive Officer review, or if the Chief Executive Officer fails to respond within ten working days, the employee has ten working days from the receipt of the Chief Executive Officer's response, or the date the Chief Executive Officer should have responded, to file a written appeal with the Board of Trustees. The Board may request additional information from the parties involved and, at its discretion, may hold an informal hearing attended by the parties. If the Board elects to hold a hearing, the Board will issue a written decision to the parties within fifteen working days from the hearing date. If the Board elects not to hold a hearing, the Board will issue a written decision within fifteen working days of receipt of the last additional information requested by the Board from the parties.

## SCHEDULE OF UCIP DISCRETIONARY BENEFITS

UCIP will provide the benefits outlined in the UCIP Employee Manual at the rates and under the terms and conditions described within this Schedule of UCIP Discretionary Benefits. All **benefits described may be amended from time to time by action of the UCIP Board of Trustees, at their sole discretion.** All benefits described are based on full time employment. For those benefits for which part time employees are eligible, part time employees will receive the pro-rata amount of the full time benefit calculated as the part time hours worked by the employee divided by 40 hours.

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### Retirement Account Contributions

**Pension Plan.** UCIP pays the required employer retirement contributions as certified annually into the Local Governmental Public Employees' Noncontributory Retirement System administered by the Utah Retirement Systems (URS) for the plan that the employee is eligible. Eligibility of part time employees will be determined by the rules of the URS plans.

**Individual Retirement Accounts.** Employees who contribute into individual retirement accounts through payroll deduction will receive matching contributions from UCIP. All matching contributions will be deposited into the URS 401k Plan and/or the Nationwide 457 Plan at the employee's discretion. The total UCIP matching contributions shall not exceed five percent of the employee's eligible payroll.

### Health Insurance

For the UCIP sponsored group health insurance coverage, UCIP pays 90% of the monthly premiums for employee coverage and 90% of the monthly premiums for the employee's spouse and eligible dependents coverage. The employee is responsible for all deductibles and co-payments.

### Dental and Optical Insurance

For the UCIP sponsored group dental and optical insurance coverage, UCIP pays 90% of the monthly premiums for employee coverage and 90% of the monthly premiums for the employee's spouse and eligible dependents coverage. The employee is responsible for all deductibles and co-payments.

### Long Term Disability

In compliance with Utah Code §49-21-101 et. seq. as amended, Public Employees Long Term Disability Act, UCIP shall pay 100% of contributions to the fund created under the Act for all eligible ~~Tier 1~~ employees, to provide benefits as provided for in the Act. Eligibility of part time employees will be determined in accordance with the Act.

### Health Reimbursement Program

UCIP will deposit \$41.70 each full calendar month worked up to a maximum of \$500 annually into a Health Reimbursement Account (HRA) for each employee. Employees may be reimbursed from their account for the cost of an eligible expense. An eligible expense is



defined as those expenses paid for care as described in Section 213(d) of the Internal Revenue Code. The eligible expense must have been incurred on or after the date an employee is enrolled in the HRA program. Funds in the account at the end of the year will be rolled over into the account for the following year.

### **Life Insurance**

For the UCIP sponsored group life insurance coverage, UCIP pays 100% of the monthly premiums for \$50,000 coverage for the employee and 100% of the monthly premium for \$10,000 coverage for the employee's spouse and eligible dependents.

### **Auto Allowance**

UCIP provides specific employees who regularly use their personal auto for UCIP business a Monthly Auto Allowance of \$750. The employee will be reimbursed for mileage only when the mileage for a UCIP approved business trip exceeds the Mileage Reimbursement Threshold of 100 Miles round trip.

### **Cell Phone Allowance**

UCIP provides specific employees, as identified by the UCIP Board of Trustees, who regularly use their personal cell phone for UCIP business, a Monthly Cell Phone Allowance of \$75.

### **Vacation**

Eligible employees with less than five years of service earn vacation leave at the rate of one day of vacation leave for every month worked (one day for each full month of service). Employees with more than five but less than ten years of service earn 1.25 days per month, and employees with ten years of service and over earn 1.67 days per month. Vacation leave may be advanced to employees with the approval of the Chief Executive Officer. Advanced leave requests of more than 12 days must be submitted to the UCIP Board of Trustees for approval. Advanced leave not earned prior to a termination will be deducted from the employee's final pay check.

Vacation hours may be carried forward to succeeding years. However, no more than 45 days (360 hours) may be accumulated. All accumulated vacation leave above 45 days will be paid to the employee at the current rate of pay at the end of the calendar year.

### **Sick Leave**

Eligible employees earn sick leave at a rate of one day of leave for every month worked (one day for each full month of service). Sick leave is earned in whole day increments only.

A limit of 75 days (600 hours) of earned sick leave may be accrued and carried forward to succeeding years. Earned or accrued sick leave exceeding this limit may be converted to additional vacation time at the rate of one day sick leave equals one-half ( $\frac{1}{2}$ ) day additional vacation time and may either be added to the employee's accrued vacation or paid to the employee, at the rate of pay that the sick leave was earned, at the end of the calendar year.

**Discretionary Award**

Discretionary awards may not exceed \$250 per employee.



December 30, 2014

Mr. Johnnie R. Miller, CEO  
Utah Counties Indemnity Pool  
P.O. Box 95730  
South Jordan, UT 84095

**RE: ACTUARIAL SERVICES ENGAGEMENT LETTER**

Dear Mr. Miller:

This letter outlines the scope and terms of our engagement with the Utah Counties Indemnity Pool (UCIP).

**SCOPE**

BYNAC will prepare an actuarial report that estimates the required reserves as of 12/31. The reports will estimate the ultimate incurred losses of the prior policy periods by line of coverage for financial statement reporting. In addition, we will prepare an actuarial report prior to renewal that determines the indicated premium for the upcoming policy period. The premium indication will include separate projections for law enforcement and employment practices liability. In addition, we will use payroll as the liability basis instead of expenditures.

We will prepare a member equity calculation in the form of an e-mail with a spreadsheet attachment at UCIP's request.

**FEES**

Our fee for the reserve analysis is \$5,500 and the fee for the premium indication is \$7,000, and \$1,000 for the member equity allocation. These fees include an annual trip to present our findings.

**OUTCOME AND CONTINGENCY**

Any opinions expressed are based on our actuarial experience and judgment and are limited by our knowledge of the facts at the time. We cannot and do not make promises or guarantees about the outcome of the analysis. In addition, your obligation to pay for services and expenses is not contingent upon the outcome of any matter.

Mr. Johnnie R. Miller  
December 30, 2014  
Page Two

Thank you for the opportunity to provide services. If these arrangements are acceptable, please sign a copy of this letter in the space provided below and return it to me. If you have any questions, please let me know.


Sincerely,



Lisa Dennison, FCAS, FCA, MAAA  
President and Consulting Actuary

Accepted: Utah County Indemnity Pool

By:



Date: 12/30/14



January 8, 2015

**Utah Counties Indemnity Pool**  
**P.O. Box 95730**  
**South Jordan, UT 84095**

We are pleased to confirm our understanding of the services we are to provide Utah Counties Indemnity Pool (UCIP) for the year ended December 31, 2014. We will audit the basic financial statements of UCIP as of and for the year ended December 31, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement UCIP's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to UCIP's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Contributions and Loss Development Information

**Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of UCIP and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of UCIP's financial statements. Our report will be addressed to the Board of Trustees of UCIP. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant



agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will each include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that UCIP is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; ensuring that management is reliable and financial information is reliable and properly reported; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the financial position of UCIP and the changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, if applicable, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of UCIP's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

## Utah Counties Indemnity Pool

January 8, 2015

Page 5 of 6

Management is responsible for distribution of the reports and the financial statements including providing copies of our reports to the Utah State Auditor's Office. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of WSRP, LLC (WSRP) and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Utah State Auditor's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of WSRP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Utah State Auditor's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately February 23, 2015 and to issue our reports no later than April 15, 2015. Douglas T. Myers is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$17,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered twice monthly as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to UCIP and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*WSRP, LLC*

WSRP, LLC



**Utah Counties Indemnity Pool**

**January 8, 2015**

**Page 6 of 6**

**RESPONSE:**

This letter correctly sets forth the understanding of Utah Counties Indemnity Pool.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## 2015 Spring Governance and Leadership Conference



AGRIP's annual Spring Governance and Leadership Conference focuses on governance education for pool boards, and operations and leadership education for pool staff. The event is appropriate for members of the entire pooling community, including pool staff, board members, QEI patrons, partners and service providers. In 2015, the conference will take place March 8-11 at Bally's in Las Vegas, Nevada.

We will highlight key trends and issues impacting pools, and together determine best practices to prepare for, manage, and advance through obstacles – and opportunities – that exist in our modern-day environment. Educational sessions will fall within certain thematic groups:

- *Governance* for new and advanced pool board members, with sessions on surplus management, pooling basics, financial benchmarking, and understanding operations versus governance
- *Extreme Weather* including public entity disaster preparation and recovery, pool member services in the wake of disasters, public entity infrastructure concerns, and CAT modeling
- *Technology Innovations* like drone utilization and risks, the science of autonomous vehicles, and cameras on cops
- *Medical Advances and other Hot Topics* including discussion about new drug treatments and their potential cost implications, and establishing a collaborative community safety program

## Program

### Schedule-at-a-Glance

#### **Sunday, March 8**

##### Guided Walking Tour

Take a guided walking tour of Las Vegas to learn about the history of the city and the famous hotels that line the strip. Tours will be arranged in groups of 10-15. Please be sure to sign up in advance on your conference registration form. Available tour times:

2:30-4:00pm  
3:00-4:30pm  
3:30-5:00pm

6:00-8:00pm Welcoming Reception

#### **Monday, March 9 & Tuesday, March 10**

8:30am-5:00pm General and concurrent sessions

#### **Wednesday, March 11**

7:30am-12:30pm Roundtables and concurrent sessions

<b>Surplus Management with Legos</b>	Explore surplus management and other actuarial concepts in an interactive illustration, using Lego pieces to gain a “building blocks” inspired understanding of key assumptions.
<b>Pool Operations vs. Governance for Pool Administrators, Managers, and Board Members</b>	A pool Board must be focused on organizational mission and strategic governance, but must also be able to appropriately understand operational priorities. Pool administrators and managers have to be engaged with the Board’s strategic guidance in order to effectively implement. In both cases, it can be tough to appreciate the lines between strategy and operations; or governance and management. These two sessions – one for Board members only and one for upper level pool staff – will help identify nuances of operations, governance, strategy, leadership, and other tricky areas of balance between a pool Board and staff.
<b>Pool Operations vs. Governance: Coming Together, Understanding and Drawing the Line</b>	After the more targeted sessions for Board members and administrators, the two groups will together explore lessons learned and ideas garnered, and will discuss the areas in a pool most likely to cause conflict or questions. The session will provide helpful tips and insights for clarity between governance and operations, in a way that is appropriate for any pool’s culture.
<b>Unconference for Board Members, Administrators and Managers</b>	The idea of an “unconference” is to create an informal space for peer-to-peer learning and collaboration, and to plan for practical application of learning sessions concepts within your organization. This unconference opportunity will let you work together as pool board and staff to discuss the morning’s sessions as they apply in your operation, identify issues you might want to address as part of your ongoing governance work, or talk about next steps. No formal presentation will be offered, although presenters from the morning sessions will be on hand to answer questions, offer guidance, or suggestions.
<b>Dashboard Reporting with Your Board</b>	Successful pools regularly review past performance, tracking trends and identifying potential concerns to proactively discuss and address as appropriate. This process allows pools to remain well-positioned to serve members into the future. What indicators should a board track? How will a board know if they should be concerned? What benchmarks should be utilized to measure performance against? What is an appropriate target range? Hear how one pool developed a dashboard tool and accompanying policy to ensure its Board and management are paying attention to the critical indicators of organizational health.
<b>Pooling Basics</b>	Specifically designed for those new to pooling, these sessions will cover key foundational topics such as finance and underwriting concepts, claims management, and governance and education. At the end of the day, attendees will have developed an understanding of pooling and its intricacies, from its history to present-day and emerging trends.
<b>Financial Benchmarking</b>	Increased external scrutiny of pools’ levels of surplus reinforces the importance of having effective financial management within your organization. Techniques for measuring financial strength are evolving, from simple rules-of-thumb, to standard IRIS ratios, and now to sophisticated actuarial models. This session will explore different financial benchmarking models to help pools determine what is right for them in the context of the pooling community.
<b>Investing in a Low Interest Rate Environment</b>	Explore basic investment tenets, options, vehicles, and strategies commonly used by public entity pools to address their fundamental mission of long-term coverage and contribution stability. Explore investment options and constraints alongside common pool investment outcomes, discuss differences in investment income expectations based on factors such as size, line of coverage, surplus goals, and more. Identify key Board-level decisions about investment strategy and come to an understanding about what sorts of changes might be needed in the future to best address your pool’s investment needs.

## Extreme Weather Sessions

<b>Hope for the Best, Plan for the Worst</b>	Preparedness for and effective response to disasters is key to mitigating losses and ensuring operational continuity within local governments and schools. As a pool, you want to assure your members are as prepared as possible to continue their core operations. This session will define a planning process and strategy to guide public entity pool members in preparing for catastrophic events, improving response and recovery, and mitigating ultimate costs.
<b>Maintaining Member Services Through Disaster Recovery</b>	What happens after the storm or catastrophic event, when public entity services and response are necessary but municipal or school operations are, themselves, compromised? Learn about programs and services a pool can implement to help members manage through these events, creating a better community experience and value-added appreciation for the pool.
<b>Highest and Best Use of CAT Modeling for Pools</b>	After a brief primer on catastrophe models, including how they are built, their strengths and limitations, this session will identify how public entity risk pools can improve the reliability of catastrophe models and reduce uncertainty in modeling assessments. What benefits can you expect from improving exposure data, capturing unique exposures, or quantifying mitigation measures? As part of this discussion, also explore how to extend the application of catastrophe modeling for highest and best use within your pool – from physical mitigation strategies to business continuity planning, and more.

## Technology Innovations Sessions

<b>Autonomous Vehicles</b>	A panel discussion about the science and utility of autonomous vehicles, potential ramifications for pools and their members, coverage implications, and more.
<b>Drone Technology, Utilization and Risks</b>	Drones are autonomous aerial vehicles currently in the developmental and testing phases for use in public safety, environmental scans, news, sports, and disaster scenarios. The use of drones by public entities will likely – and quickly – emerge in law enforcement and surveillance, in combatting fires, and in public works activities such as inspecting utility lines. In this session, learn about drone utilization and implementation strategies, and associated risks.
<b>Understanding &amp; Preventing Cyber Bullying</b>	Cyber bullying is an emerging and harmful trend, leaving emotional damage to children alongside the very real potential for liability on the part of a school. This session will shed light on cyber bullying trends and needs, policy and technology controls, and what pools can be doing to assist their members avoid this devastating risk in their schools.
<b>Body Worn Cameras</b>	Recording police activity through body cameras is an increasingly common practice in law enforcement. Proponents say cameras are a useful risk management tool offering protection, accountability, and limiting liability. Others argue the opposite. This session will offer attendees different perspectives and insight into the use of body cameras in law enforcement activities, and related considerations for public entity pools.
<b>Member Engagement Via Technology</b>	
<b>Big Data Analytics</b>	

<b>Establishing a Non-Profit Community Safety Organization</b>	While auto and work-related accident rates are dropping, the overall accident rate is increasing due to community-related safety issues such as the aging population and increased use of prescription medications. Addressing these and other public safety issues impacting pools requires governmental and non-profit organizations to work with the general public. To accomplish this, the New Jersey Safety Institute was established by a collation of the State Risk Management Division, the Counties Association, the League of Municipalities, the Police Chief's Association, several risk pools and three commercial insurers. This session will discuss results achieved to date, how these types of programs can directly impact your pool and its members, and provide examples of educational materials developed for elected officials and the public.
<b>Evaluating the Use and Cost of Sovaldi (and other drug innovations) in Pools</b>	Sovaldi is a new drug used to treat chronic Hepatitis C. While utilization is relatively small to date, financial impact to a pool can be high – treatment can cost into the millions, with per prescription costs up to \$30,000. This session will explore this and other new drug treatments to help pools consider and manage for the potential cost implications of prescription drugs in workers' compensation claims.
<b>Preaching the Value of Pooling</b>	Being able to explain risk pooling and its advantages to those outside of the risk pooling sector is essential to create a positive awareness of pooling's value. Although this sort of public awareness has not been of primary importance in the last 30 years or so, times have changed and proactive communication about pooling is critical before responding to inquiries from the media and regulators. This same communication mindset can help build your organization's brand and reputation. Explore the need for pooling PR, tools available to assist, and the ultimate value that can be achieved with your members and other audiences, alike.
<b>Legalized Marijuana</b>	
<b>Cyber Liability and Coverage Drafting</b>	

*Roundtables*

<b>AGRIP Salary Survey Roundtable</b>	Review findings and trends from AGRIP's 2014 executive salary survey – typical duties and compensation, changes over time, and expectations for the future. Talk about any data constraints worth noting and important enhancements to consider in future survey efforts.
<b>Breakfast Roundtables</b>	An opportunity to come together with your colleagues before heading home to discuss themes, ideas, and strategies learned in Monday and Tuesday's sessions.

**Additional topics and sessions under development include:**

- GIS Mapping of Flood Zones
- Succession Planning and Growing Future Leaders
- Reinsurance Implications of Increasing Frequency of Catastrophes
- Opioid Addiction
- Dwindling Public Entity Infrastructure Investments and Related Risks
- Firefighter Technology Upgrades and the Impact on Workers' Compensation Costs

*AGRIP is still finalizing the educational program, and conference content is subject to change.*



## **Board of Trustees Meeting**

January 15, 2015

### **Standing Committees**

- Audit- Johnson, Cox, Wilkins, Oveson
- Governance- B. Adams, A. Adams, Gibson, Milburn, Wilkins, Orme
- Membership Approval- Wilkins, Whitney, Oveson
- Nominating- Eardley, A. Adams, Johnson, Milburn, Wilkins
- Personnel – Dee, Cox, Blackwell



## Employee Manual Changes

- Revise/strengthen “At-Will” language
- Employee Receipt of Manual revised
- Remove Dispute Resolution Procedure as it can jeopardize at-will relationship
- Differentiate between FT/PT benefits
  - PT benefits pro-rata of FT

## Liability Reinsurance Renewal

GL	LEL	POL	EBL	AL
AIG Layer \$2,000,000/ \$4,000,000	AIG Layer \$2,000,000/ \$4,000,000	AIG Layer \$2,000,000/ \$4,000,000	AIG Layer \$2,000,000/ \$4,000,000	AIG Layer \$2,000,000
CRL Layer \$2,750,000	CRL Layer \$2,750,000	CRL Layer \$2,750,000	CRL Layer \$2,750,000	CRL Layer \$2,750,000
UCIP SIR \$250,000	UCIP SIR \$250,000	UCIP SIR \$250,000	UCIP SIR \$250,000	UCIP SIR \$250,000

## Liability Reinsurance Renewal

Losses:

	Last Year's Losses	Renewal Losses	\$ Change	% Change
1/1/2005	\$602,808		(\$602,808)	N/A
1/1/2006	\$2,012,168	\$2,038,164	\$25,996	1.3%
1/1/2007	\$50,132	\$105,712	\$55,580	110.9%
1/1/2008	\$430,040	\$635,956	\$205,916	47.9%
1/1/2009	\$491,164	\$523,152	\$31,988	6.5%
1/1/2010	\$191,982	\$350,926	\$158,944	82.8%
1/1/2011	\$1,086,600	\$1,141,671	\$55,071	5.1%
1/1/2012		\$1,240,656	\$1,240,656	N/A
<b>Total Change:</b>	<b>\$4,924,894</b>	<b>\$6,336,238</b>	<b>\$1,411,344</b>	<b>28.7%</b>

Exposures:

	Last Year's Exposures By Coverage Limit				Renewal Exposures By Coverage Limit				% Change			
	GL	POL	LEL	AL	GL	POL	LEL	AL	GL	POL	LEL	AL
1,000,000	3,885	3,885	1,036	3,199	3,822	3,822	1,226	3,417	-1.62%	-1.62%	18.34%	6.81%
2,000,000	3,885	3,885	1,036	3,199	3,822	3,822	1,226	3,417	-1.62%	-1.62%	18.34%	6.81%
3,000,000	3,885	3,885	1,036	3,199	3,822	3,822	1,226	3,417	-1.62%	-1.62%	18.34%	6.81%
4,000,000	3,885	3,885	1,036	3,199	3,822	3,822	1,226	3,417	-1.62%	-1.62%	18.34%	6.81%
5,000,000	3,885	3,885	1,036	3,199	3,822	3,822	1,226	3,417	-1.62%	-1.62%	18.34%	6.81%

Group Rates: 0.46% (Based on last year's exposures and losses, this is the overall pricing impact of CRL's group rates on the member's pricing)

Expense Rate: 0.00% (CRL Expense rate remained at 16%)

Pricing:

	Last Year	Renewal	% Change
Total	\$971,180	\$1,099,314	13.25%

## Crime Policy Renewal

- National Union Fire Insurance Co. (AIG) A+XV
- Brokered through Gallagher Public Sector
- \$2,500,000 policy with \$250,000 deductible (UCIP pays deductible under crime coverage)
- Covers individually bonded officials and Treasurers/Tax Collectors
- Annual premium = \$25,403



## Professional Service Engagements

- Actuarial Services - \$13,500
  - Reserve Analysis
  - Rate Study
  - Revise Liability Rating Analysis
- Independent Audit Services – NTE \$17,500
  - Independent Audit of 2014 Financial Statements
  - Ancillary Accounting consultation



## Membership Report

- New Members as of 1-1-2015
  - Canyonland Improvement District
  - Kane County Recreation & Transportation SSD
  - San Juan Transportation District
  - Weber Human Services
- Six County Infrastructure Coalition to join in February



## CEO Report

- New Member meetings and training
- Update on move to UAC building
- Preparing Financial Statements for Audit
- Developing Agendas for 2015 Workshops



## Board Calendar

- February 19 - UCIP Board Meeting -1:00 start
- March 8-11 – AGRiP Conference, Las Vegas
- March 19 - UCIP Board Meeting -12:30 start
- April 16 – UCIP Board Meeting – 12:30 start



